

Supervisory Approval for Credit Limits over \$7,500 for the Travel Charge Card

TO: Travel Charge Card Coordinator

I request that _____ be provided a credit limit of \$_____. This reason for this credit limit is as follows:

I certify that the amount of the increase is necessary and is commensurate with the anticipated travel to be performed.

Name Printed: _____

Routing Symbol: _____

Signature: _____

Email address: _____

Date: _____